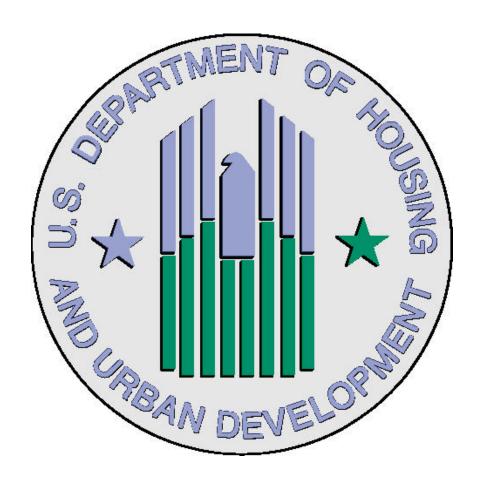# Multifamily Tenant Characteristics System (MTCS)

New Admissions Report Guide
September 1999

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1.   Summary

The *New Admissions* Report provides demographic and income information for households admitted **in the last 12 months** and includes information on average wait time by race, ethnicity, and household type.

This report displays data on Public Housing, Indian Rental, Indian Mutual Help, Section 8 Certificates, Section 8 Vouchers, and Section 8 Moderate Rehabilitation.

This guide helps users to:

- Access the *New Admissions* Report

- Understand MTCS report data fields

- Interpret and use the data contained in the report

* This guide is for the *New Admissions* Report and is not intended to be a sole source for MTCS report users. For information on other reports, please go to:

www.hud.gov/pih/systems/mtcs/document.html

2. Access the New Admissions Report

From the *MTCS Main Menu*,

- Use your mouse to click on the words 'MTCS Reports'

MTCS Reports

The *MTCS Selection Menu* appears on your screen.

2.1. Program Selection

From the *Selection Menu*, you must select one of the programs listed below to view this report.

1. Public Housing
2. Indian Mutual Help
3. Indian Rental
4. Section 8 Moderate Rehabilitation
5. All Offices of PIH Programs
6. Public & Indian Housing
7. Indian Housing
8. Section 8 Certificates & Vouchers

- Use your mouse to select a 'program' from the drop-down box

Program Selection

Public Housing

2.2. Level of Information

Once you have selected a program, you must select a level of information.

To view the *New Admissions* Report, you must select a level of information from the list below:

1. National
2. State
3. Field Office
4. Metropolitan Area
5. County
6. City or Locality
7. Public Housing Agency
8. Project (Public and Indian Housing only)
9. Congressional District

- Use your mouse to place to select the 'level of information'

National

*   For detailed information on how to select a 'level of information,' go to the MTCS documentation web site:

www.hud.gov/pih/systems/mtcs/document.html

2.3.   Select the New Admissions Report

After you complete the 'level of information' selection,

- Click on the **'Report Menu'** button

The *MTCS Report Menu* appears on your screen.

- Use your mouse to select the *New Admissions* Report

<u>New Admissions</u>

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3. Data Field Definitions

Definitions apply to selected 'program type' and 'level of information.'

The New Admissions Report is divided into two parts. Each part has six sections of information.

1. Admissions
2. Income
3. TTP/Household Type
4. Race/Ethnicity/Family Subsidy Status
5. Member's Age
6. Household/Bedroom Size

Data Field	Data Field Definition
ADMISSIONS	
Number of New Admissions, Last 12 Months	Number of new admissions with an effective date of action within the last 12 months
Percent of New Admissions, Last 12 Months	Percent of all families who were new admissions with an effective date of action within the last 12 months
INCOME	
Distribution by Income, Average Annual (%)	Percent of new admissions within each Annual Income Category Annual Income Categories: • Extremely Low Income, Below 30% of Median • Very Low Income, 50% of Median • Low Income, 80% of Median • Above Low Income • Income Limit Unavailable Excludes: • Families with $0 income Note: • 'Income Limit Unavailable' includes families with income over $90,000 and families whose addresses cannot be geocoded
Income, Average Annual	Average annual income of new admissions Excludes: • Families with $0 income

Data Field	Data Field Definition
Distribution by Source of Income (%)	Percent of new admissions within each Source of Income Category Source of Income Categories: • Any Wages (includes military pay, federal wage, other wage, own business, and HA wage) • TANF/General Assistance • SSI/SS/Pension • Any Other Income (includes child support, unemployment benefits, Indian trust/per capita, and other non-wage income) Includes: • Families with $0 incomes and those that exceed $90,000 • Source of income missing
TTP/HOUSEHOLD TYPE	
Distribution by Total Tenant Payment (%)	Percent of new admissions within each TTP Category TTP Categories: • $0 • $1-$25 • $26-$50 • $51-$100 • $101-$200 • $201-$350 • $351-$500 • $501 and above • TTP Missing Includes: • TTP greater than $2,250
TTP, Average Monthly ($)	Average monthly TTP for new admissions Excludes: • Missing TTP • TTP greater than $2,250

Data Field	Data Field Definition

Distribution by Family Type (%)	Percent of new admissions within each Family Type Category
	
	Family Type Categories:
	• Age 62 and Over
	  (Head of Household (HOH), spouse, or co-head)
	• Under 62 with Disabilities
	(HOH, spouse, or co-head, families not included in first category)
	• Other Families with Dependents
	  (families not included in first 2 categories)
	• Other Families without Dependents
	  (families not included in first 3 categories)
	• All Families with Dependents
	• *(this includes families with HOH, spouse, or co-head Age 62 and families with HOH, spouse, or co-head Under 62 with Disabilities)*

Average TTP by Family Type ($)	Average monthly TTP for new admissions by Family Type Category Excludes: • Missing TTP • TTP greater than $2,250
RACE/ETHNICITY/FAMILY SUBSIDY STATUS	
Distribution by Head of Household's Race (%)	Percent of HOH's within each Race Category Race Categories: • White • Black • American Indian or Alaska Native • Asian or Pacific Islander
Distribution by Head of Household's Ethnicity (%)	Percent of HOH's within each Ethnicity Category Ethnicity Categories: • Hispanic • Non-Hispanic
Distribution by Family Subsidy Status (%)	Percent of new admissions within each Family Subsidy Status Category Family Subsidy Status Categories: • Eligible for Full Assistance • Prorated Assistance • Not subject to the Noncitizens rule

Data Field	Data Field Definition
MEMBER'S AGE	
Total Number of Household Members	Total number of household members for all new admissions
Distribution by Household Member's Age (%)	Percent of new admissions within each Age Category Age Categories: • 0-5 • 6-17 • 18-50 • 51-61 • 62-82 • 83+
HOUSEHOLD/BEDROOM SIZE	
Distribution by Household Size (%)	Percent of new admissions within each Household Size Category Household Size Categories: • 1 Person • 2 Persons • 3 Persons • 4 Persons • 5 Persons • 6 Persons • 7 Persons • 8 Persons • 9 Persons • 10+ Persons
Average Household Size	Average household size of new admissions
Distribution by Number of Bedrooms (%)	Percent of new admissions within each Unit Size Category Unit Size: • 0 Bedrooms • 1 Bedroom • 2 Bedrooms • 3 Bedrooms • 4 Bedrooms • 5+ Bedrooms

The remainder of this report excludes new admissions who did not report a wait list time.

Data Field	Data Field Definition
WAITING PERIOD – ADMISSIONS	
Percent of Families Homeless at New Admission	Percent of families who are homeless at the time of admission
Average Waiting Period in Months	Average wait time for new admissions
Percent Waiting List Time Not Reported	Percent of new admissions who did not report a wait list time
WAITING PERIOD - INCOME	
Average Wait Time in Months by Family Income	Average wait time for new admissions within each Family Income Category Family Income Categories: • Extremely Low Income, Below 30% of Median • Very Low Income • Low Income • Above Low Income • Income Limit Unavailable Note: • 'Income Limit Unavailable' includes families whose addresses cannot be geocoded
WAITING PERIOD - BEDROOM SIZE	
Average Wait Time in Months by Unit Size	Average wait time in months within each Unit Size Category Unit Size Categories: • 0 Bedrooms • 1 Bedroom • 2 Bedrooms • 3 Bedrooms • 4 Bedrooms • 5+ Bedrooms

Data Field	Data Field Definition
WAITING PERIOD - RACE/ETHNICITY/FAMILY SUBSIDY STATUS	
Average Wait Time in Months by Head of Household's Race	Average wait time for new admissions by HOH's reported Race Category Race Categories: • White • Black • American Indian or Alaska Native • Asian or Pacific Islander
Average Wait Time in Months by Head of Household's Ethnicity	Average wait time for new admissions by HOH's reported Ethnicity Category Ethnicity Categories: • Hispanic • Non-Hispanic
Average Wait Time in Months by Family Subsidy Status	Average wait time for new admissions within each Family Subsidy Status Category Family Subsidy Status Categories: • Eligible for Full Assistance • Prorated Assistance • Not subject to the Noncitizens rule
WAITING PERIOD - HOUSEHOLD TYPE	
Average Wait Time in Months by Family Type	Average wait time for new admissions within each Family Type Category Family Type Categories: • Age 62 and over • Under 62 with Disabilities • Other Families with Dependents • Other Families Without Dependents • All Families with Dependents

4. Report Applications

There are a variety of different uses for MTCS reports. This section highlights some of the important data fields in the report and describes the ways MTCS users can use the data contained in this report

HUD intends users to challenge information contained in MTCS reports because often, upon further investigation, the problems or issues may be different than they appear in MTCS. Use MTCS data and reports as a starting point for discussion, investigation, research, and analysis.

4.1. Key Data Fields

- **Number and Percent of New Admissions, Last 12 Months** reflect the total number and percent of new admissions into a PHA within the last year. The Percent of New Admissions field calculates the percent of new admissions compared to all types of action in the PHA during the past year. Comparison of this report between PHA programs can show the programs with the highest turnover.

- **Average Waiting List Period in Months** calculates the average amount of time a person had to wait for admission to a PHA program. The average does not include new admissions that did not report a wait list time.

- **Average Wait Time in Months by Family Income** shows the average wait time to gain admission to a PHA program by each income category. This information may be particularly helpful to monitor income targeting requirements.

4.2. PHA Uses for the Report

- **Plan and administer programs**

The New Admissions Report contains demographic and income data plus additional information on the amount of time applicants spent on the waiting list. Data in this report can be particularly helpful to PHAs when they write their PHA Plans. PHAs can use data from the New Admissions Report document housing needs for families on the Public Housing and Section 8 tenant-based assistance waiting lists. A comparison of demographic and income data in the New Admissions and Resident Characteristics Reports can also help a PHA understand how its programs are changing.

PHAs can access information on average wait times by bedroom size, race, ethnicity, and household type. As seen in the report excerpt below, this PHA's Section 8 program had a large number of new admissions (832) which represent a significant percentage (24 percent) of PHA activity in the past year.

MTCS - New Admissions Report			
Program: Section 8 Certificate and Vouchers		**FO123**	**HA001**
Number of New Admissions, Last 12 Months		14,384	832
Percent of New Admissions, Last 12 Months		**8**	**24**
Waiting Period by Unit Size			
Average Wait Time	0 Bedrooms	15	18
in Months by Unit	1 Bedroom	21	36
Size	2 Bedrooms	24	39
	3 Bedrooms	28	53
	4 Bedrooms	**32**	**72**
	5+ Bedrooms	23	3

The New Admissions Report excerpt reveals a 6-year (72 months) average wait at this PHA for Section 8 Certificate and vouchers for 4 bedrooms. Differences in wait times among unit sizes may reflect a shortage of housing or a lower turnover rate for some unit sizes. This information can affect plans for modernization and new unit allocations. For Section 8 programs, the information may suggest the Fair Market Rents need review.

- **Evaluate PHA outreach and tenant selection activities**

Each PHA has an outreach obligation to provide eligible households in the community with information about assisted housing opportunities. PHAs must identify those households least likely to apply and make special efforts to reach them. Some PHAs with long wait lists may not see the results immediately. PHAs can use the New Admissions Report to monitor the success of their outreach and tenant selection activities.

An excerpt of a New Admissions Report below shows that the average wait time for black households is 6 months, for white households it is 11 months, and American Indian or Alaska Native it is 20 months. Significant differences can highlight fair housing concerns.

MTCS - New Admissions Report		FO123	HA001
Program: Section 8 Certificate and Vouchers		**FO123**	**HA001**
Admissions			
Number of New Admissions, Last 12 Months		1,276	50
Percent of New Admissions, Last 12 Months		18	14
Race/Ethnicity/Family Subsidy Status			
Distribution by	White	9	**11**
Head of	Black	14	**6**
Household's Race	American Indian or Alaska Native	14	**20**
	Asian or Pacific Islander	13	0

This PHA may want to investigate this data to determine the reason why the average wait time for American Indians or Alaska Natives is more than triple the wait time for blacks and almost double the average wait time for whites.

4.3. HUD Uses for the Report

- **Monitor compliance with fair housing and equal opportunity requirements**

Periodic reviews of MTCS new admissions data can help Field Offices and TARCs determine if PHA outreach activities appear to reach under-served populations successfully. PHA admissions and occupancy policies should specify how a PHA makes unit assignment decisions when more than one appropriate unit is available. How a PHA handles the tenant selection process is important from both management and fair housing standpoints. The New Admissions Report helps Field Offices and TARC users assess a PHA's tenant selection procedures through information on wait times for families.

It is important to eliminate other possible sources of the difference before assuming that a PHA administers its programs in a discriminatory manner. In an excerpt of a New Admissions Report for a rural PHA showed that during the past twelve months, all new admissions to Project "001" were Hispanic and all new move-ins to Project "002" were white, non-Hispanic.

MTCS - New Admissions Report				
Program: Public Housing		**HA123**	**HA123001**	**HA123002**
Admissions				
Number of New Admissions, Last 12 Months		25	16	2
Percent of New Admissions, Last 12 Months		12	13	15
Race/Ethnicity/Family Subsidy Status				
Distribution by	Hispanic	20	**100**	**0**
Head of Household's Ethnicity (%)	Non-Hispanic	80	**0**	**100**

A fair housing issue? Further analysis showed that the Non-Hispanic households all required 0 to 1 bedroom units which are only available in Project "002". Hispanic households required 3 to 4 bedroom units which are available only in Project "001", a townhouse development. Although the initial examination might suggest a problem with the PHA's tenant selection policy, further analysis indicates the difference resulted from the availability of needed units. It is important to eliminate other possible sources of the difference before assuming that a PHA administers its programs in a discriminatory manner.